At Ease

Setup Guide

Includes information on training new users

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Apple Computer, Inc.

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About This Book

Most of this book teaches you how to install and set up At Ease. Later chapters provide information on what users will need to know to work with At Ease. Also included are tips for training new users.

△ **Important:** Use this book in combination with the other books and disks that came with your computer. See "Where to Go for Help" on page 40 for more information about these materials. △

You can check to see if there is any late-breaking news about At Ease that is not included in this book. If you have the *At Ease Install 1* disk, open the At Ease–Read Me file to read about these. If you don't have this disk, open the At Ease–Read Me file on the hard disk.

Who should use this book

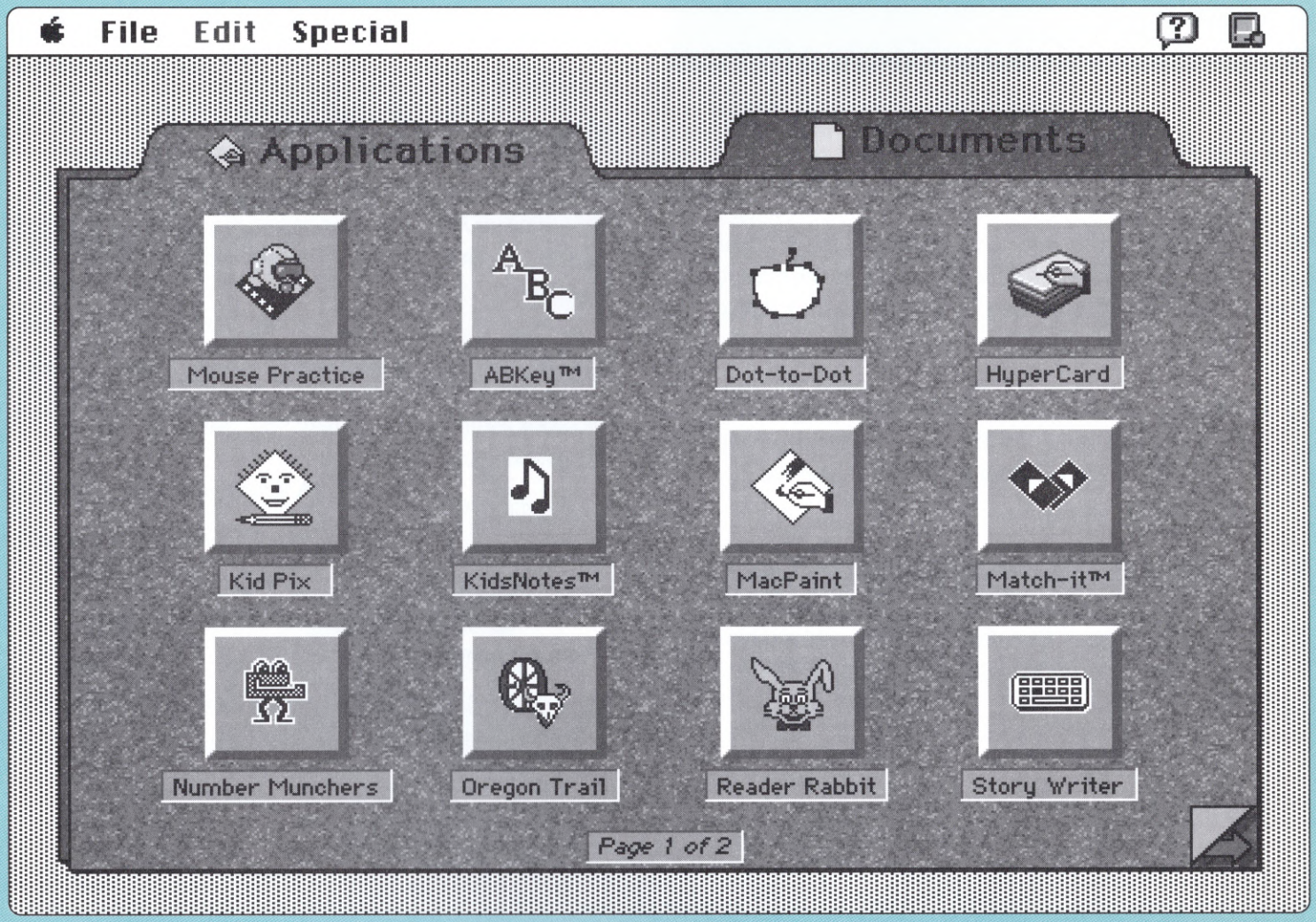
You should use this book if you are responsible for installing and setting up At Ease on your system. If you are responsible for training new users, you'll find tips later in this book that should help you.

What you need to know to use this book

This book assumes that you have basic Macintosh skills. You should know how to:

- Use the mouse and keyboard
- Choose commands from menus
- Open folders and application programs
- Save documents

If you need to learn more about these basic tasks, consult the books and disks that came with your computer.


File Edit Special
Applications
Documents
Mouse Practice
ABKey™
Dot-to-Dot
HyperCard
Kid Pix
KidsNotes™
MacPaint
Match-it™
Number Munchers
Oregon Trail
Reader Rabbit
Story Writer
Page 1 of 2

Chapter 1

Introduction

This chapter introduces At Ease. Spending a few minutes now learning what At Ease is and how it's used can save time later.

What is At Ease?

At Ease is an alternative to the usual Macintosh desktop. It provides a simple, uncluttered interface for users and allows you, the At Ease administrator, to determine which programs and documents your users should have access to. It can help protect important files from accidental damage or alteration and can prevent users from saving files on the hard disk.

With At Ease, you can easily control which programs your users can use. Its simplified interface allows novice Macintosh users to work independently without supervision.

The illustration on the facing page provides a glimpse of what At Ease looks like. Once you have turned At Ease on, your Macintosh will start up with this view. The At Ease desktop is represented by two panels: the frontmost panel shows you application programs that you have given your users access to, while the other panel shows documents. Buttons appear for each of these programs or documents.

As the At Ease administrator, you will make the choices about how to customize your Macintosh for yourself and other users. Your choices include which application programs and documents your users should have access to, whether to require that all new documents be saved on floppy disks, and whether to require password protection for your hard disk.

Continue with Chapter 2, "Installing At Ease," to learn how to put At Ease on your Macintosh.

Chapter 2

Installing At Ease

Before you begin using At Ease, you need to install the software.

△ **Important:** At Ease may already have been installed on your system. You can find out by checking in the System Folder on your startup disk. If you see a file named At Ease, then you do not need to complete the steps in this chapter. Continue with Chapter 3. △

If At Ease was already installed on your system, you may not have the disks referred to in this chapter.

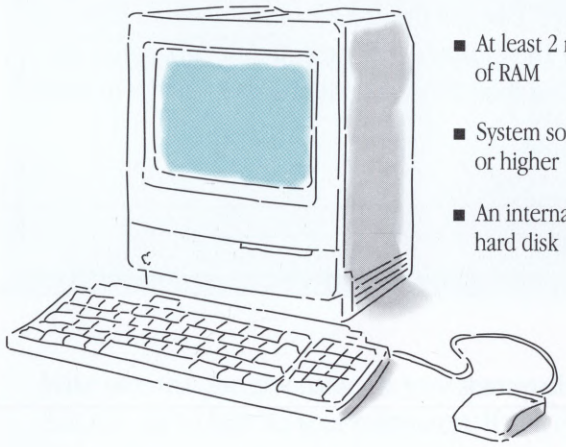
△ **Important:** If you are installing At Ease on a network, go to the Appendix for steps on how to install At Ease from a file server. △

Restrictions on copying At Ease

As a licensed user of At Ease, you may use the software on a single Apple computer and make one copy for backup purposes. However, you are not permitted to distribute additional copies of the software. (For more details, see the software licensing agreement.)

What do you need to run At Ease?

At Ease runs on computers that have the following features:



- At least 2 megabytes of RAM
- System software 7.0 or higher
- An internal or external hard disk

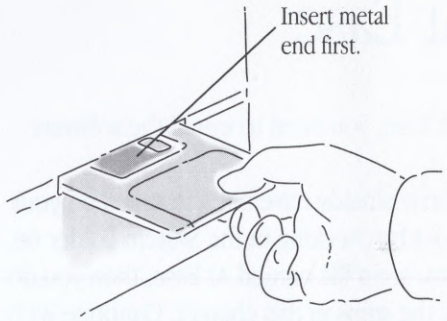
Installing At Ease on your hard disk

To install At Ease on your hard disk, you need to use the Installer program that's on the *At Ease Install 1* disk included in the At Ease package.

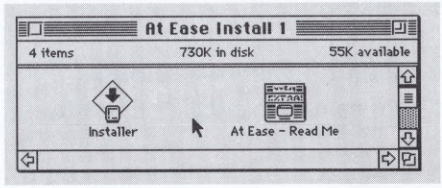
Using the Installer

Getting Ready: Take out the *At Ease Install 1* and *At Ease Install 2* disks. These disks contain the At Ease programs and files, along with a short program that provides practice in using the mouse.

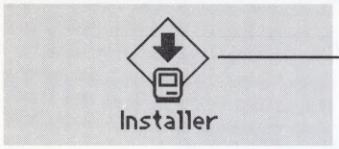
1. **Turn on your Macintosh.**
2. **Insert the *At Ease Install 1* disk.**



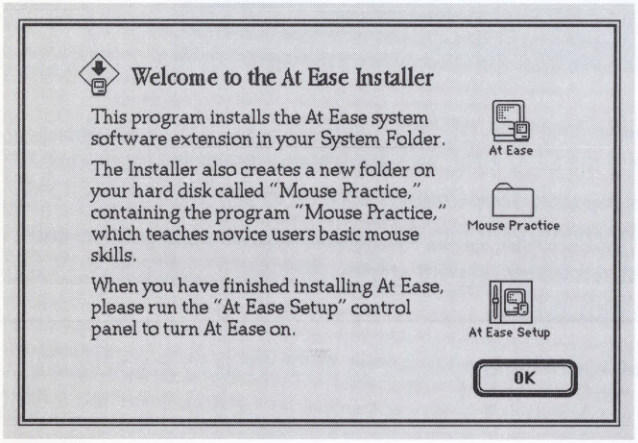
You should now see a screen that looks like this:



3. Double-click the Installer icon.

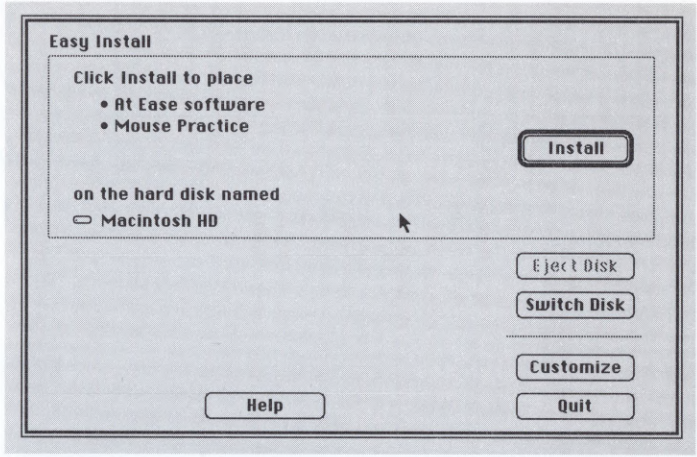


After a few moments, the Installer shows you this screen:


Welcome to the At Ease Installer
This program installs the At Ease system software extension in your System Folder.
The Installer also creates a new folder on your hard disk called "Mouse Practice," containing the program "Mouse Practice," which teaches novice users basic mouse skills.
When you have finished installing At Ease, please run the "At Ease Setup" control panel to turn At Ease on.
At Ease
Mouse Practice
At Ease Setup
OK

4. Click OK.

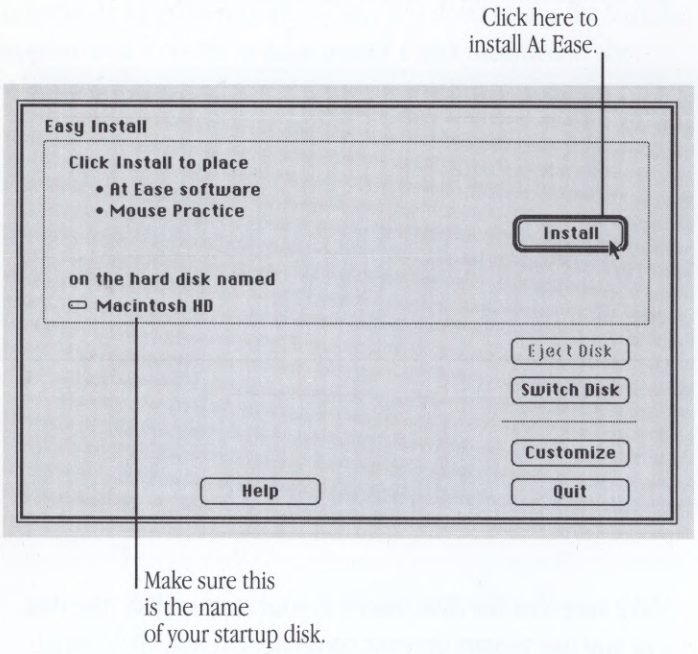
You should now see a screen that looks like this:



Make sure that the disk named is your startup disk (the disk that you use to start up your computer). If not, click Switch Disk until you see the name of your startup disk.

continues ▶

5. **Click the Install button.**



6. **Now follow the directions you see on the screen.**

7. **Finally, click Quit to exit from the Installer program.**

   When the Installer shows you this message, click Quit.

Installation on "Macintosh HD" was successful. If you are finished, click Quit to leave the Installer. If you wish to do additional installations, click Continue.
Continue
Quit

When you install At Ease, files are placed in the System Folder of your startup disk. (See Chapter 5 for an explanation of these files.) Mouse Practice, a program that provides practice in mouse skills, is placed in a folder on your startup disk and is available once you start up with At Ease.

Continue with Chapter 3 to set up At Ease exactly as you want it.

Chapter 3

Setting Up At Ease

Setting up At Ease involves deciding what application programs and documents you want to make available to your users and adding them to At Ease.

This chapter provides instructions for adding programs and documents to At Ease.

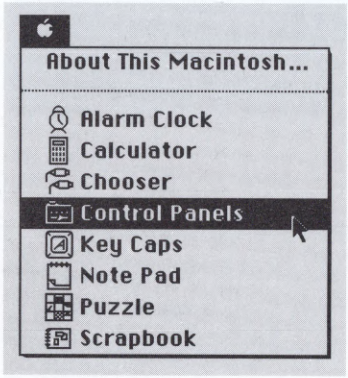
△ **Important:** The steps in this chapter should be followed in sequence. △

Turning At Ease on

When you first install At Ease, it is turned off. You need to turn it on in order to set it up and use it. To turn At Ease on, follow these steps.

1. **Choose Control Panels from the Apple (🍎) menu.**

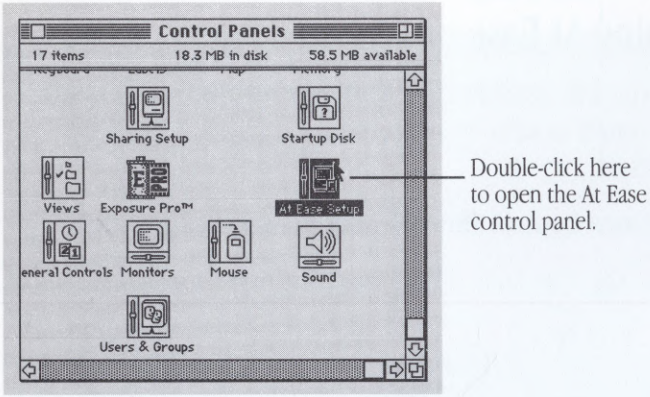
   The Apple menu is at the far left side of the menu bar.



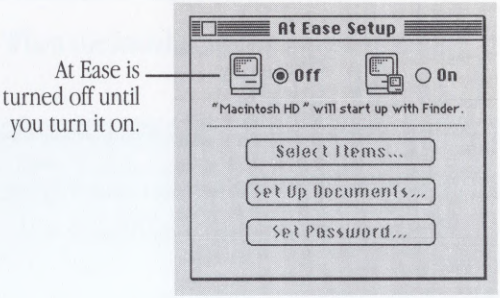
   The Control Panels window appears.

continues ▶

2. Find the control panel titled At Ease Setup and double-click it to open it.



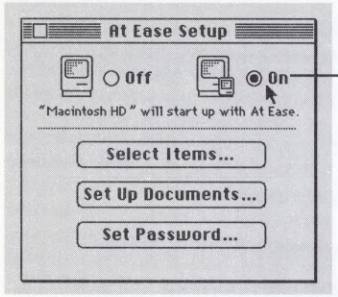
You should now see this window:



When you first install At Ease, it is turned off. The buttons (Select Items, Set Up Documents, and Set Password) are dimmed (gray) to show that they are unavailable until you turn At Ease on.

3. **Click the On button to turn At Ease on.**

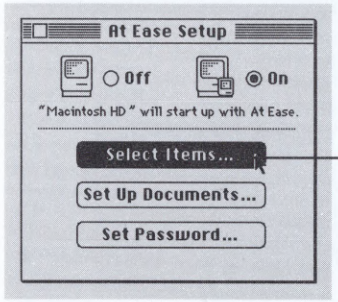
Once you turn At Ease on, you can begin to set it up. The next time you restart your system, it will start up with At Ease on.



Adding application programs and documents to At Ease

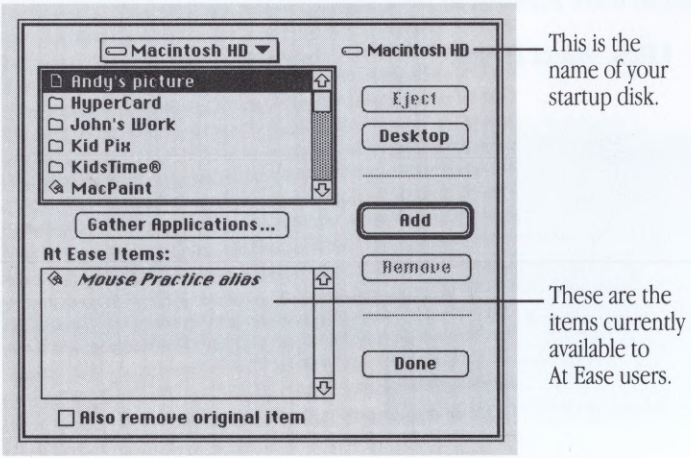
Now you can choose the programs and documents that you want to make available to the At Ease users on your system.

1. **Click Select Items.**


At Ease Setup
Off
On
"Macintosh HD" will start up with At Ease.
Select Items...
Set Up Documents...
Set Password...
Click here to select programs and documents to add to At Ease.

continues ▶

The box that you see now allows you to select items to make available to your At Ease users. The name at the top of the box is the name of your startup disk.



The area titled At Ease Items shows you the items that are available to your At Ease users. Mouse Practice, a program that provides practice in using the mouse, was installed when you installed At Ease. (See Chapter 6 for more information about Mouse Practice.)

2. Decide what programs and documents you want your users to have access to.

At this point, you should decide which programs and documents your want your At Ease users to have access to. You can add items in various ways:

- To make all or most of the application programs on your hard disk available to your users, see "Adding All the Programs on a Disk."
- To add programs and documents one by one, see "Adding Programs and Documents Individually."
- To remove a program or document from use, see "Removing Programs and Documents From At Ease."

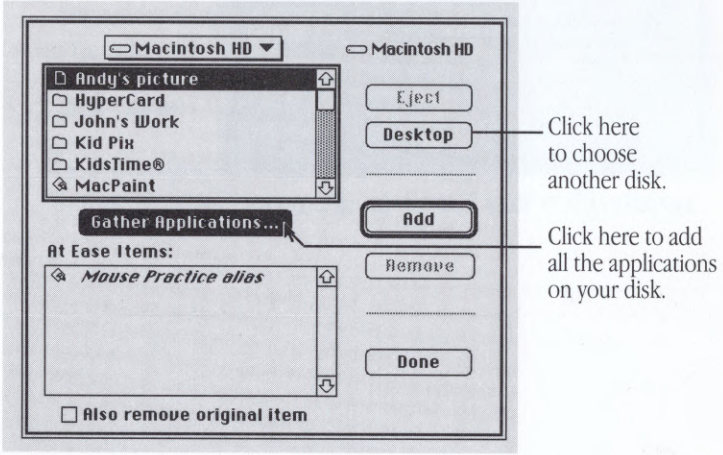
Adding all the programs on a disk

To make all the programs on a disk available to your At Ease users, follow these steps. You should also follow these steps if you plan to make *most* of the programs available to your users, because you will be able to add all of them and then easily remove the ones you don't want.

Getting Ready: Be sure you have the box shown in the next step on your screen. (If not, you'll need to first open the At Ease Setup control panel and then click Select Items.)

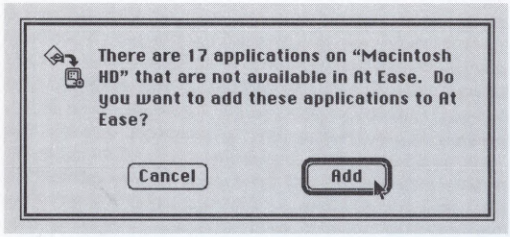
1. Click the Gather Applications button.

The Gather Applications button scans your disk for all programs. If you want to change disks, click Desktop to switch to another disk.



continues ▶

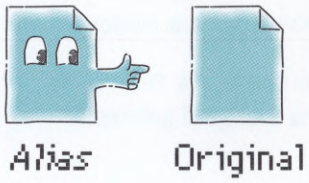
A message is displayed that tells you how many programs were found and asks whether you want to add them to At Ease.

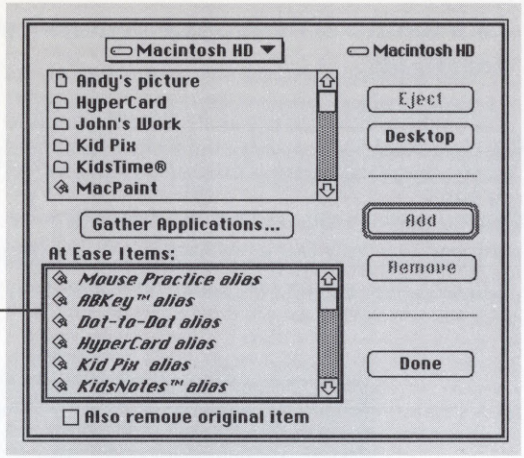

There are 17 applications on "Macintosh HD" that are not available in At Ease. Do you want to add these applications to At Ease?
Cancel
Add

2. Click Add.

Now the programs are available for At Ease users.

At Ease doesn't actually move your programs anywhere. At Ease just makes them available by creating pointers to them. These pointers are called *aliases*. Each time you open an alias, the computer automatically finds and opens the original file. (For more information on aliases, look up *aliases* in the index of your *User's Guide*.)





Aliases (pointers) to your programs are added to At Ease.

Each time you use Gather Applications, only new programs are added to At Ease. If At Ease has an existing alias to a program, it will not add an additional alias. If you have multiple copies of a program, only the newest copy will be added.

△ **Important:** If you are adding programs from *any* source besides your startup disk (such as a floppy disk, another hard disk, or a file server), that source will need to be available each time you want to use the program. △

❖ *Do you want to remove some of the programs?* See "Removing Programs and Documents From At Ease" later in this chapter. ❖

3. Click Done.

If you are done adding items to At Ease, continue with "Setting Up How Documents are Saved" later in this chapter.

Adding programs and documents individually

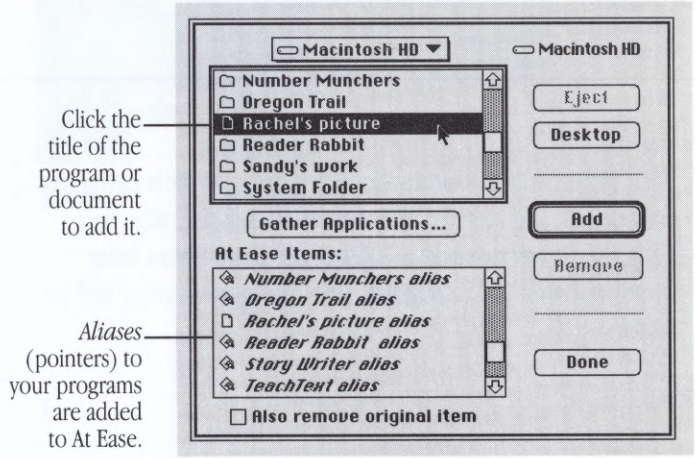
To add programs or documents one by one to At Ease, follow these steps.

Getting Ready: Be sure that the box shown in the next step is on your screen. (If not, you'll need to first open the At Ease Setup control panel and then click Select Items.)

1. **Click the title of the program or document that you want to add.**

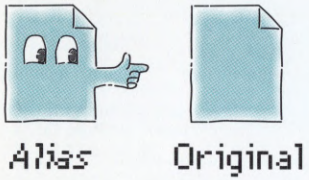
   Clicking the title highlights it. You may need to open folders to get to a program or document that you want to add to At Ease.

   You can use your keyboard to move to the item you want to add by typing the first character(s) of the item's name.



2. **Click Add.**

   At Ease doesn't actually move your programs anywhere. At Ease just makes them available by creating pointers to them. These pointers are called *aliases*. Each time you open an alias, the computer automatically finds and opens the original file. (For more information on aliases, look up *aliases* in the index of your *User's Guide*.)



△ **Important:** If you are adding programs or documents from *any* source besides your startup disk (such as a floppy disk, another hard disk, or a file server), that source will need to be available each time you want to use the program or document. △

3. **Click Done.**

   If you are done adding programs and documents, continue with "Setting Up How Documents are Saved" later in this chapter.

Removing programs and documents from At Ease

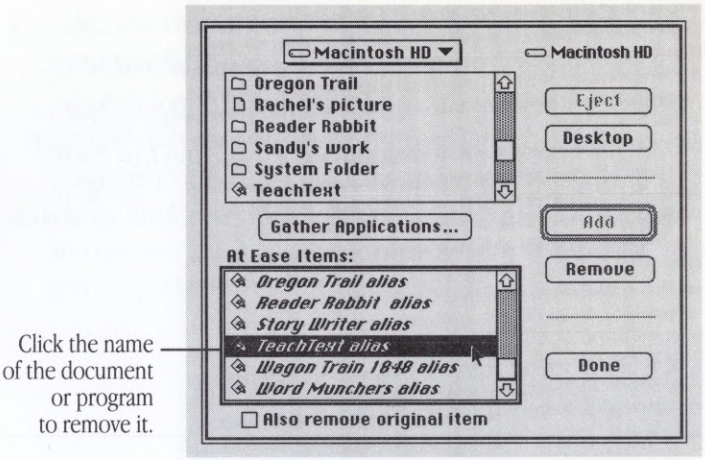
At any time, you can remove an item from At Ease. The button for that item will no longer appear on the At Ease desktop. Your original program or document won't be touched, unless you choose to remove it, also.

Getting Ready: Be sure you have the box shown in the next step on your screen. (If not, you'll need to first open the At Ease Setup control panel and then click Select Items.)

1. **In the area labeled At Ease Items, click the title of the item you want to remove.**

   You can use your keyboard to move to the item you want to remove by typing the first character(s) of the name of the item.

   If you want to remove more than one program or document, click the name of the first one and then hold down the Shift key while you click the names of the others.



Click the name of the document or program to remove it.

2. **Click Remove.**

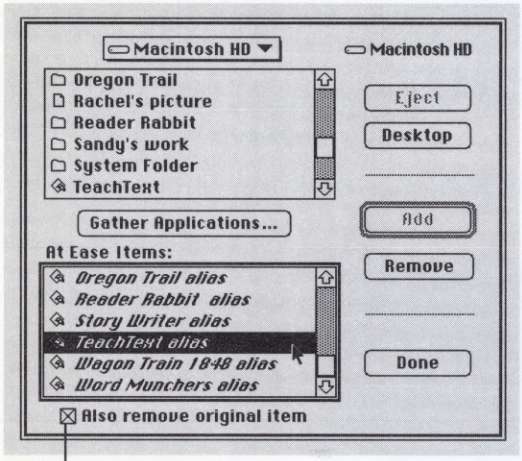
   The item is no longer available in At Ease.

3. **Click Done.**

Removing an item permanently

You can remove an item from At Ease along with its original by following these steps.

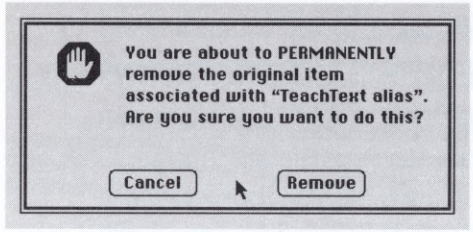
1. **Click the title of the item you want to remove.**
2. **Click "Also remove original item."**



Click here to also remove the original item.

3. **Click Remove to remove the alias and its original.**

   You see the following message.


You are about to PERMANENTLY remove the original item associated with "TeachText alias". Are you sure you want to do this?
Cancel
Remove

4. **Click Remove.**

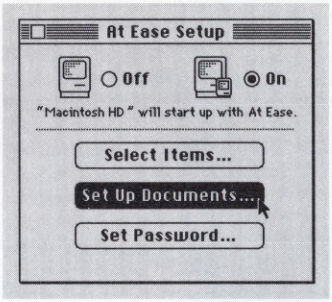
   This removes both the alias and its original.

Setting up how documents are saved

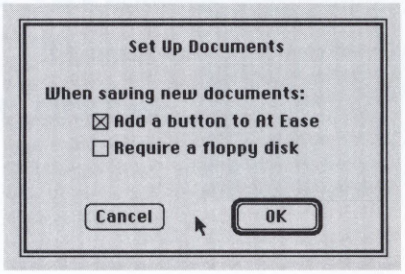
As users do their work, they will be saving documents. You can choose whether to make the saved documents available in At Ease and whether to require that they be saved to a floppy disk.

Getting Ready: Be sure the At Ease Setup control panel window is on your screen. It's the window shown in the next step.

1. Click Set Up Documents.



You now see the next box.



2. **Decide whether to add a button to At Ease for each new saved document.**

   The two options available to you are these:

   - **Leave "Add a button to At Ease" checked.**

     If you leave this option selected, a button will be added to At Ease for each new document that is saved. Users will be able to open documents simply by clicking the button and making sure that the original is available.

   - **Click "Add a button to At Ease" to remove the X from the checkbox.**

     Turning this option off means that no button is added to At Ease for new documents saved by users. Users can open documents they've saved by choosing Open Other from the File menu and providing a password, if you've required one. You can use this option to protect certain files from being opened by anyone without the password.

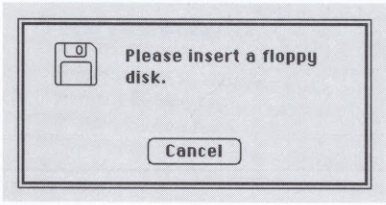
   ❖ *Note:* This option doesn't protect saved documents completely. If the program that created a document is available in At Ease, users can open the program and then open any document created by it. ❖

3. **Decide whether to require that all new saved documents be saved to a floppy disk.**

   The two options available to you are these:

   - **Click "Require a floppy disk" to require that all documents be saved to floppy disks.**

     If you choose this option, users will be able to save documents only on floppy disks. They'll need to insert a floppy disk each time they want to save a document, and they'll need to provide the floppy disk each time they want to open the document after they save it. If they try to save to a location other than a floppy disk, they will see this message.



     They should then insert a floppy disk and save their document.

   - **Leave "Require a floppy disk" blank.**

     A document may then be saved anywhere, and a button will appear for it if you have chosen that option.

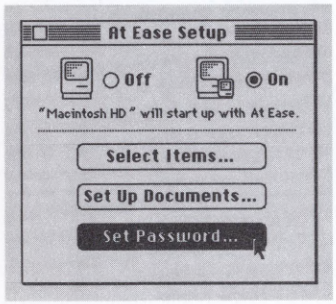
4. **Click OK.**

Setting a password

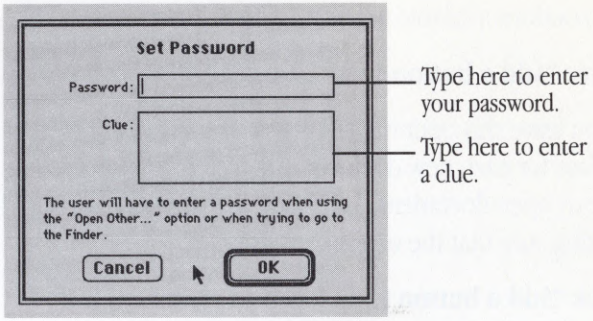
Setting a password means that each time you or your system's users want to have access to the Finder, or any item such as a control panel or a program not available in At Ease, a password will be required. In this way, At Ease helps to protect the data on your hard disk. To set a password:

Getting Ready: Be sure the At Ease Setup control panel window is on your screen. It's the window shown in the next step.

1. Click Set Password in the At Ease Setup box.



You should now see a screen that looks like this:


Set Password
Password:
Clue:
The user will have to enter a password when using the "Open Other..." option or when trying to go to the Finder.
Cancel
OK
Type here to enter your password.
Type here to enter a clue.

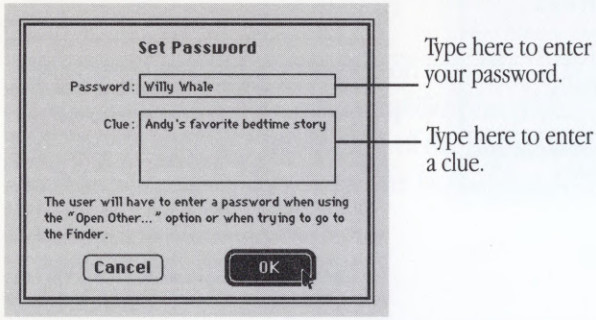
2. Type your password in the top box.

You can type up to 15 characters. The first time you type in the password, it appears in text. Each time you type it in after that, dots (●●●) replace the text. Choose a password that only you would know.

You can change a password at any time by typing a new one. (Of course, you need to know the original password to open the At Ease control panel to change it.)

3. **If you want, click inside the Clue box to type a clue that will help you remember your password.**

   You can type up to 50 characters for the clue. The clue will appear each time you are asked to provide a password.


Set Password
Password: Willy Whale
Clue: Andy's favorite bedtime story
The user will have to enter a password when using the "Open Other..." option or when trying to go to the Finder.
Cancel
OK
Type here to enter your password.
Type here to enter a clue.

4. **Click OK.**

If you forget your password

If you've forgotten your password, follow these steps:

1. **Start up your computer from another startup disk.**

   You'll need to start up from another disk that has system software on it. If your computer came with a disk called *Disk Tools,* you can use that disk.

2. **Throw away the At Ease Preferences file.**

   The At Ease Preferences file resides inside the Preferences folder in your System Folder.

3. **Restart from your original disk.**

   You can then use the At Ease Setup control panel to set up a new password.

Restarting your computer

You need to restart your computer to have your selections take effect. Once you restart your computer, you'll see the At Ease desktop. Of course, you can easily switch back to the Finder. See "Switching Between At Ease and the Finder" in Chapter 4.

- To restart your computer, choose Restart from the Special menu.

Chapter 4

Using At Ease

This chapter provides information on your day-to-day use of At Ease. Although At Ease has a simplified interface, you can have access to most of the features of the Finder. Be sure to read Chapter 5 to see how to get the most out of At Ease.

A first look at At Ease

Your At Ease desktop looks something like this (you will have different programs and documents in yours).

The At Ease desktop consists of two panels. The Applications panel displays a button for each application program that's available to your At Ease users. The Documents panel displays a button for each document you make available in At Ease. If no documents are available in At Ease, there is no Documents panel showing.

❖ *Note:* Buttons for some items, such as HyperCard stacks, may show up on the Documents panel, even though you may think of them as programs. If you don't see an item that you've added on the Applications panel, look for it on the Documents panel. ❖

The menus available in the At Ease desktop are listed here. You may want to open each menu as you read its description.

- **Apple (🍎) menu:** Allows you to access whatever Apple menu items you have in your Apple Menu Items folder. You may customize this menu by adding or removing items to or from the Apple Menu Items folder. See "Customizing the Apple Menu" in Chapter 5.

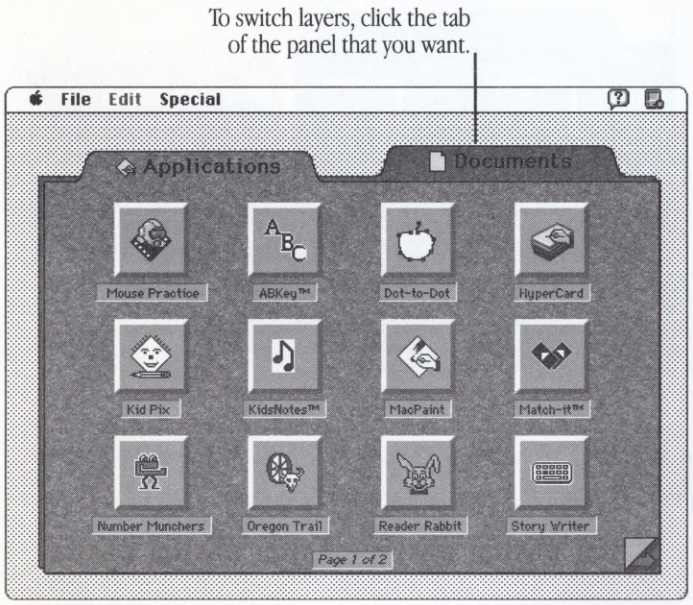
△ **Important:** The Control Panels folder does not appear under the Apple menu. You may make individual control panels available to your users. See "Customizing the Apple Menu" in Chapter 5. △

- **File menu:** Allows you, through the Open Other command, to open application programs or documents not available in At Ease. Also allows you to go to the Finder, as long as you can meet the password requirement.
- **Special menu:** Allows you to restart and shut down from At Ease. Also allows you to eject disks.
- **Help menu:** Provides you with Balloon Help for all items that appear in At Ease.
- **Application menu:** Shows you the names of the application programs that are open.
- **Edit menu:** Provides commands for editing functions as you work in the Finder or in any program.

Switching between At Ease's panels

You can easily switch between At Ease's panels to get to documents or programs that you want to open.

- Click the tab of the panel that you want. The panel comes to the top. (You can also use the Tab key on your keyboard to switch between panels.)



"Paging" through At Ease

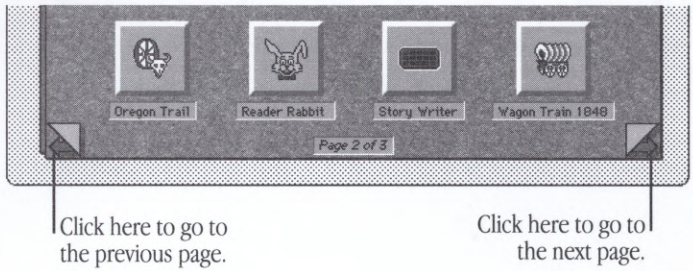
If you've added more applications or documents than can be displayed at a time, a new "page" is added to the Applications or Documents panel. An upturned page corner appears in each of the bottom corners of the panel. You can add as many programs and documents to At Ease as you need. The current page number also appears at the bottom of the panel.

To move between pages in At Ease:

- Click the left corner to go to the previous page.
- Click the right corner to go to the next page.

To go directly to a certain page:

- Hold down the ⌘ key while typing the number of the page (1–9), or
- Type the first character(s) of the name of the document or program you want to open.


Oregon Trail
Reader Rabbit
Story Writer
Wagon Train 1848
Page 2 of 3
Click here to go to the previous page.
Click here to go to the next page.

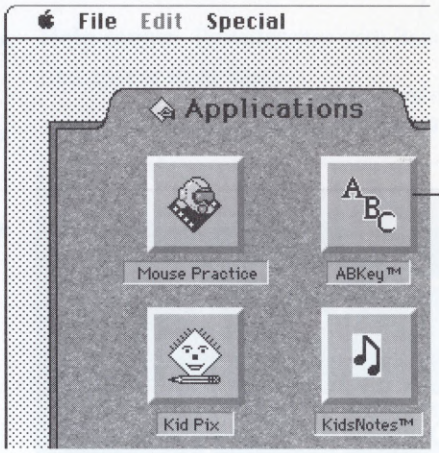
Opening programs and documents

You can open any program or document on any disk, whether or not it's been added to At Ease, as long as you can provide a password, if required. You can also open any document from within the program that created it (by choosing Open from the File menu), so you might want to lock documents that you don't want others to change.

Opening a program or document that's been added to At Ease

To open a program or document you've added to At Ease:

- Click its button once.



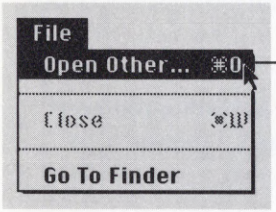
The At Ease desktop disappears, and you see the window of the application or document that you've opened.

Opening a program or document that hasn't been added to At Ease

You can open any other document or program. You may need to provide a password, if At Ease has been set up to require one.

To open a program or document that hasn't been added to At Ease:

1. **Choose Open Other from the File menu.**

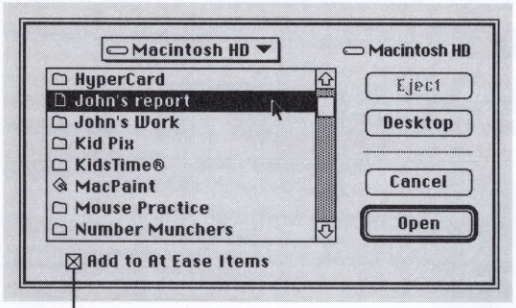


Choose Open Other to open items that aren't added to At Ease.

2. **Type the password, if required.**

3. **Select the item that you want to open.**

   If you want to make the item available in At Ease from now on, click "Add to At Ease Items" before opening it.



Click here to add the item to At Ease.

4. **Click Open.**

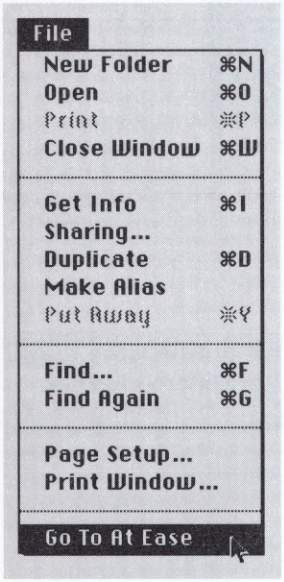
   The program or document window now opens. If you clicked "Add to At Ease Items," you'll see a button for this item the next time you are at the At Ease desktop.

Switching between At Ease and the Finder

You can easily switch between the Finder and At Ease. Once you've installed At Ease and restarted your computer, a menu item appears in the File menu both in At Ease and the Finder. The menu item allows you to move easily between At Ease and the Finder.

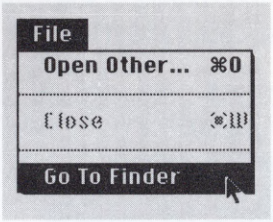
To use the menu bar to switch:

- If you are in the Finder, choose Go To At Ease.



- If you are in At Ease, choose Go To Finder.

  (You can also create a Finder button to switch to the Finder; see "Creating a Finder Button" in Chapter 5.)



❖ *Did you set a password?* If you set a password, you won't be able to go to the Finder unless you can provide it. ❖

Using the Application menu to switch to At Ease

Once you go to the Finder from At Ease, "At Ease" will appear in the Application menu. You can switch back to At Ease from the Finder by choosing At Ease from this menu.

△ **Important:** When you choose At Ease from the Application menu, the Finder remains available in the background. Any user can then gain access to the Finder. The preferred method for switching from the Finder to At Ease is to choose Go To At Ease from the File menu. △

Saving documents

When a new document is saved, you can decide where you want the computer to store it, *unless* a floppy is required. (If a floppy is required, users will only be able to save new documents on floppy disks.) Otherwise, unless you change its location, a document will be stored where its application is stored. (For more information about saving documents, see Chapter 4 of the *User's Guide*.)

If you chose to have new documents added to At Ease, a button for each document is added to the At Ease desktop, and an alias appears in the At Ease Items folder.

If you chose not to have new documents added to At Ease, no button appears when the document is saved.

Turning At Ease off

If you decide that you don't want At Ease to be available to your users, you can turn it off.

1. **Open the At Ease Setup control panel.**
2. **Click the Off button.**

   The next time you start up your computer, it will start up with the Finder.

Removing At Ease permanently

If you don't want to use At Ease, it's best to just turn it off. You can, however, permanently remove it by following these steps:

1. **Open the At Ease Setup control panel and turn At Ease off.**
2. **Insert the *At Ease Install 1* disk into the disk drive.**

   If you don't have this disk, go to "Another Way to Remove At Ease" following this section.
3. **Double-click the Installer icon.**
4. **Click Customize.**
5. **Select At Ease.**
6. **Hold down the Option key.**

   The Install button changes to say "Remove."
7. **Click Remove.**

   At Ease has now been permanently removed from your system. You can reinstall it at any time by following the instructions in Chapter 2 of this book.

▲ **Warning:** Do not attempt to remove At Ease from your system by dragging its files to the Trash. This will result in system software problems, and you will need to reinstall system software. ▲

Another way to remove At Ease

The preferred method for removing At Ease permanently is described in "Removing At Ease Permanently." However, if you don't have the *At Ease Install 1* disk, you may remove At Ease safely by following these steps.

1. **Open the At Ease Setup control panel and turn At Ease off.**

▲ **Warning:** Do not attempt to remove At Ease without first turning it off. Otherwise, you will not be able to restart your computer. ▲

2. **Drag the At Ease files to the Trash.**

   The files are: At Ease Setup, At Ease Items, At Ease, and Control Panel Handler. Their locations are listed in Chapter 5, in the section "A Closer Look at At Ease." You may wish to keep the program Mouse Practice.

Chapter 5

Getting the Most Out of At Ease

This chapter describes ways that you, the administrator, can use At Ease more efficiently.

A closer look at At Ease

When you install At Ease, these items are placed on your startup disk.

- A control panel named **At Ease Setup.** You'll find this in the Control Panels folder inside the System Folder. This lets you set up At Ease exactly as you need to use it. You used the control panel in Chapter 3 to make documents and applications available in At Ease.
- An **At Ease Items** folder. This folder contains *aliases* to the programs and documents that are available in At Ease. This is inside the System Folder.
- A file named **At Ease.** This is the program that runs At Ease. It is inside the System Folder.
- A file named **Mouse Practice.** This program provides practice in using the mouse. The program is in a folder called Mouse Practice on your startup disk and an alias to it is inside the At Ease Items folder.
- A file named **Control Panel Handler.** This file, located in the Extensions folder within the System Folder, allows control panels to run in At Ease.

Adding items to At Ease from the Finder

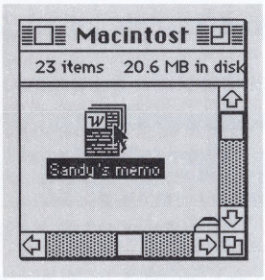
In Chapter 4, you learned how to add programs and documents to At Ease by using the At Ease Setup control panel. You may also add items directly to the At Ease Items folder or to the Apple Menu Items folder. Any item added to the Apple Menu Items folder will appear in the Apple menu.

Adding items to the At Ease Items folder

You can add items directly to the At Ease Items folder. A button appears for each item that you add.

1. **While in the Finder, select the item you want to make available in At Ease.**

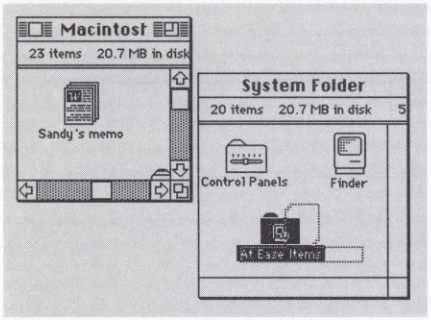
   Click the title of the program or document to select it.



2. **Choose Make Alias from the File menu.**

3. **Drag the alias to the At Ease Items folder.**

   The At Ease Items folder is in the System Folder of your startup disk. It holds the items that are available to you in At Ease.



The word *alias* will not appear as part of the button name in At Ease.

Customizing the Apple menu

You may want to add certain items to the Apple menu. For example, you may want to add individual control panels, such as the Sound control panel, so that users can adjust them when using programs. Or you may want to remove any items that you don't want your users to have access to. For example, if you don't want users to change printers, you may want to remove Chooser from the Apple menu.

To add an item to the Apple menu:

1. **Select the control panel by clicking its title.**
2. **Choose Make Alias from the File menu.**
3. **Drag the alias to the Apple Menu Items folder in your System Folder.**

   You can delete the word *alias* so that it won't appear in the Apple menu.

To remove an item from the Apple Menu:

1. **Open the System Folder.**
2. **Open the Apple Menu Items folder.**
3. **Drag the icon of the item out of the Apple Menu Items folder.**

Using keyboard equivalents

A *keyboard equivalent* allows you to use the keyboard to do something rather than choosing commands from menus. You can often work more efficiently by using keyboard equivalents. There are several keyboard equivalents that you can use in At Ease:

Action	Keyboard equivalent
Back one page	← Left Arrow
Forward one page	→ Right Arrow
Go to first page	⌘–Left Arrow
Go to last page	⌘–Right Arrow
Switch between applications and documents	tab Tab
Go to page (1–9)	⌘–Page number
Go to file whose name starts with ( )	First character(s) of file title

Bypassing At Ease at startup

You can temporarily bypass At Ease when you start up your Macintosh. You may want to do this to go directly to the Finder. This is only temporary; the next time you start up, At Ease will again be activated.

To bypass At Ease at startup:

- Hold down the Shift key at at the same time you turn on your computer.

❖ *Note:* If you have set a password, you will be asked for it before you are allowed to continue. ❖

Creating a Finder button

You can create a button for the Finder that will appear in your At Ease applications panel. Creating a button gives you an alternative to choosing Go To Finder from the File menu.

You can create a Finder button by using the At Ease Setup control panel or by adding an alias to the Finder directly to the At Ease Items folder inside the System Folder, as described in "Adding Items to the At Ease Items Folder" earlier in this chapter.

Working with more than one application program

You can work with more than one application program at a time in At Ease just as you can in the Finder. To work with more than one program at a time:

1. **Open the program you want to work with.**

   Your document window appears.

2. **Choose At Ease from the Application menu.**

   The At Ease panels reappear.

3. **Now open the second program.**

   The second document window appears. You can switch from one open program to the other by clicking in the window of the program you want or by using the Application menu.

Rebuilding the desktop

A process known as "rebuilding the desktop" helps your Macintosh keep track of data on your startup disks. To rebuild the desktop:

1. **Open the At Ease Setup control panel.**
2. **Turn At Ease off.**
3. **Hold down the Option and ⌘ keys while restarting your computer. Keep holding down the keys until you see a message asking whether you want to rebuild the desktop. Click OK.**

   Be sure to turn At Ease on again so that your computer will show At Ease the next time you restart it.

Chapter 6

Training New At Ease Users

This chapter provides tips for training new At Ease users. Users who can read will be able to pick up most of what they need from the Quick Reference Card that came with At Ease. Very young users who can't read yet may need some training in the skills that you expect them to have.

What do At Ease users need to know?

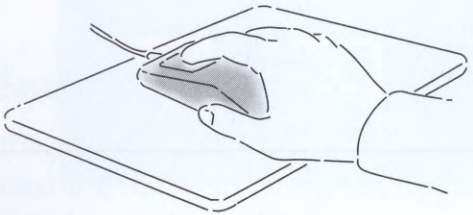
Depending on what your users will be expected to do, different skills will be required. Some of your users need only know how to use the mouse, while others may need further training on using programs. (See the manuals that came with your programs for information on how to use them.)

Using the mouse

First-time Macintosh users need to learn to use the mouse. When you installed At Ease, you also installed Mouse Practice, a program that provides practice in using the mouse. To prepare your students for this program, you'll need to do the following:

1. **Show users how to hold the mouse.**

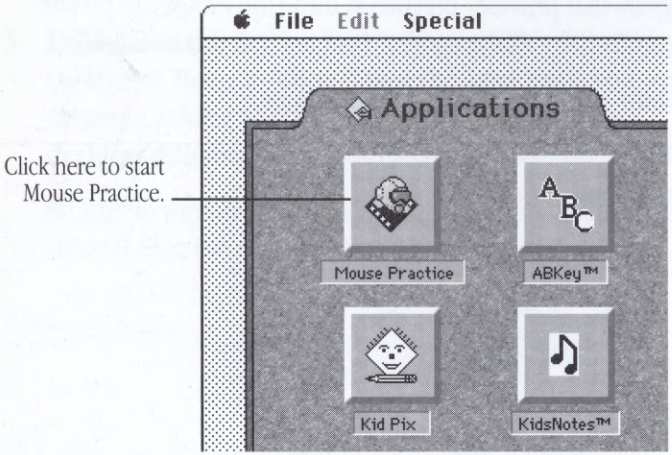
   Be sure that they know the cable should point *away* from them.



continues ▶

2. Start Mouse Practice.

Just click the Mouse Practice button on the Applications panel to start the program. Audio instructions are provided for users who cannot read. If you want to quit Mouse Practice at any time before it is done, press ⌘-Q or ⌘-period on your keyboard.



Locating a button for a program or document

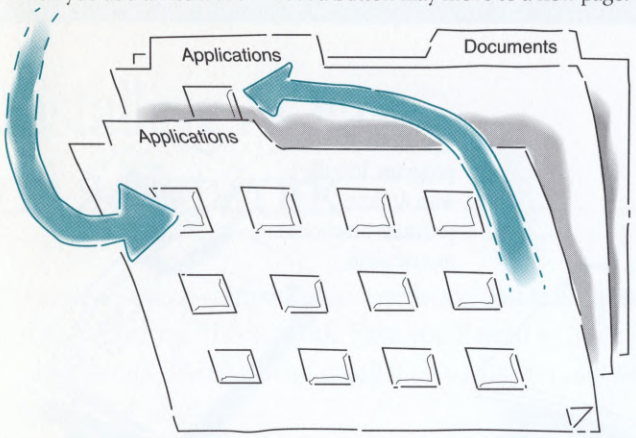
As new items are added to At Ease, the location of a button may shift on a page or it may move to another page. This happens because:

- At Ease alphabetizes buttons as they are added.
- When a page has reached its limit of buttons, a new page is added, and a button may move to another page.

(The only exception to this is the Mouse Practice button, which will normally be the first button on the first page of the Applications panel.)

At Ease alphabetizes buttons.
When you add an item . . .

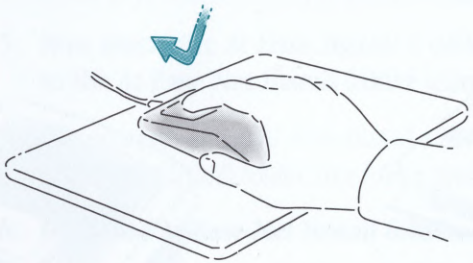
. . . a button may move to a new page.



If a button has moved, young users, particularly those who don't read, may need some assistance in finding a button for a program or document that they have been using. If pages have been added, you may need to explain how to get to another page. (See "Paging Through At Ease" in Chapter 4.)

Opening a program or document

Opening a program or document in At Ease is slightly different from opening a program or document in the Finder. You only need to click once to open it. First-time Macintosh users won't need to be told this. You may want to tell experienced Macintosh users.

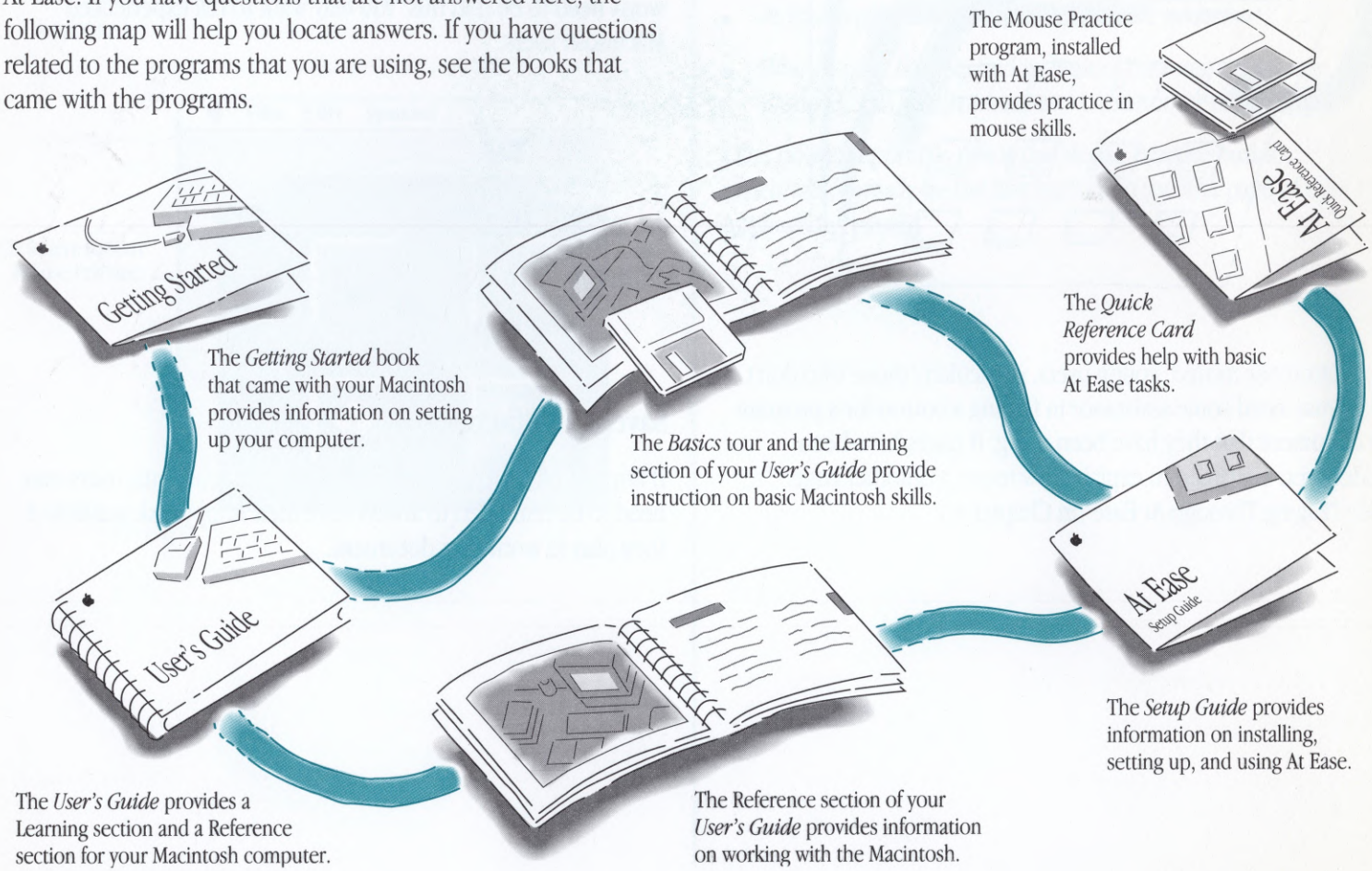


Saved documents

If floppy disks are required for new saved documents, users may need to be reminded to always have their floppy disk available if they plan to work on a document.

Where to Go for Help

This book covers the basics of installing, setting up, and using At Ease. If you have questions that are not answered here, the following map will help you locate answers. If you have questions related to the programs that you are using, see the books that came with the programs.



The Mouse Practice program, installed with At Ease, provides practice in mouse skills.

The *Getting Started* book that came with your Macintosh provides information on setting up your computer.

The *Basics* tour and the Learning section of your *User's Guide* provide instruction on basic Macintosh skills.

The *Quick Reference Card* provides help with basic At Ease tasks.

The *Setup Guide* provides information on installing, setting up, and using At Ease.

The *User's Guide* provides a Learning section and a Reference section for your Macintosh computer.

The Reference section of your *User's Guide* provides information on working with the Macintosh.

Appendix

Installing At Ease on a Network

If you have several computers on a network, you may choose to install At Ease over the network. First, you'll need to place At Ease on a file server. Then you can install it on each computer on the network.

Placing At Ease on a file server

To place At Ease on a file server, follow these steps:

1. **Choose New Folder from the File menu to create a new folder on the file server.**
2. **Name the folder.**

   You can name the folder anything you like—for example, At Ease Net Install.

3. **Insert the *At Ease Install 1* disk into the floppy disk drive.**
4. **Drag the *At Ease Install 1* disk icon to the At Ease Net Install folder icon.**

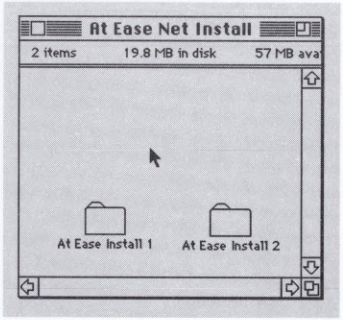
   The contents of the *At Ease Install 1* disk are placed inside the At Ease Net Install folder, in a folder named At Ease Install 1.

5. **Now insert the *At Ease Install 2* disk and drag its icon to the At Ease Net Install folder icon.**

   The contents of the *At Ease Install 2* disk are placed inside the At Ease Net Install folder, in a folder named At Ease Install 2.

6. **Open the At Ease Net Install folder.**

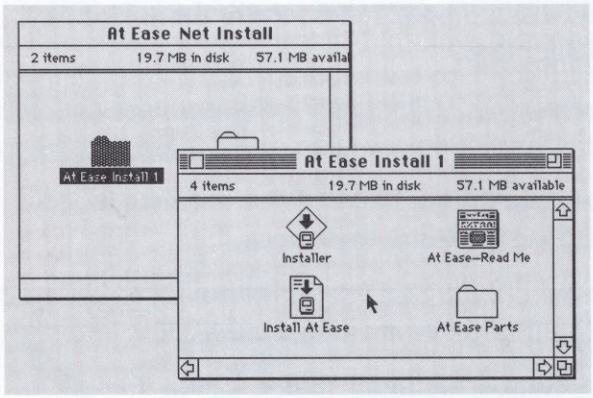
   You should now see this screen.



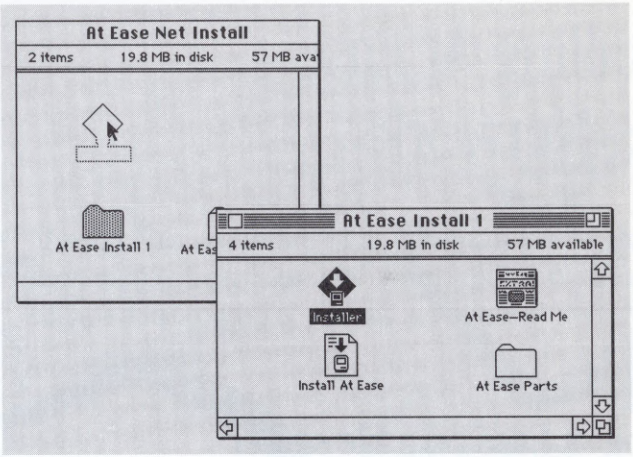
continues ▶

7. **Open the At Ease Install 1 folder.**

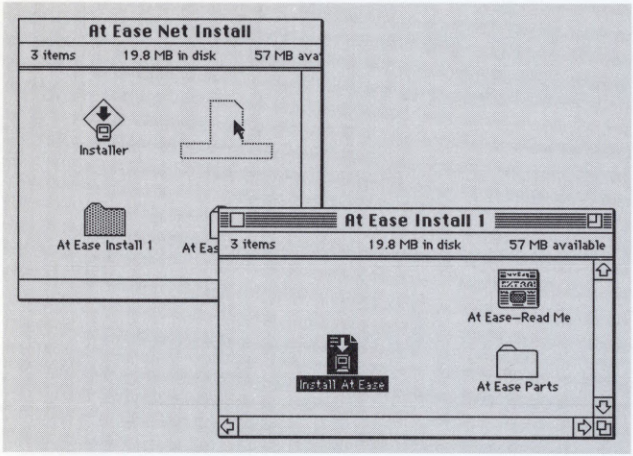
   You should now see this screen:



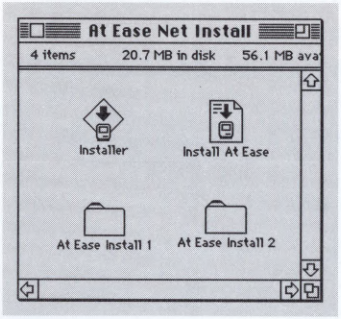
8. **Select the Installer icon and drag it to the At Ease Net Install window.**



9. **Now select the Install At Ease icon and drag it to the At Ease Net Install window.**



The At Ease Net Install window should now look like this:

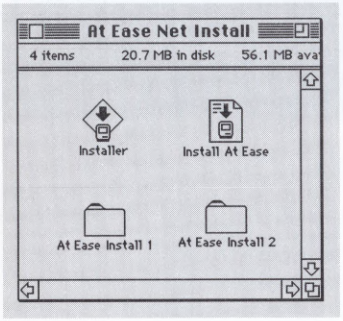


Installing At Ease on network computers

Now you can install At Ease on each computer on the network. Follow these steps for each computer:

1. **Turn on the computer.**
2. **Connect to the file server where At Ease was placed.**
3. **Open the At Ease Net Install folder.**

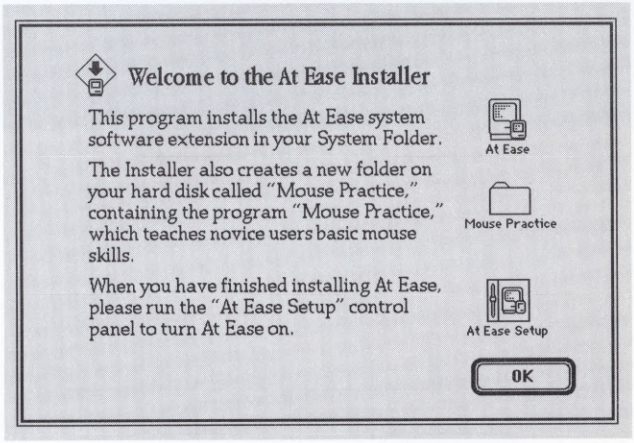
   You should now see this window:



4. **Double-click the Installer icon.**

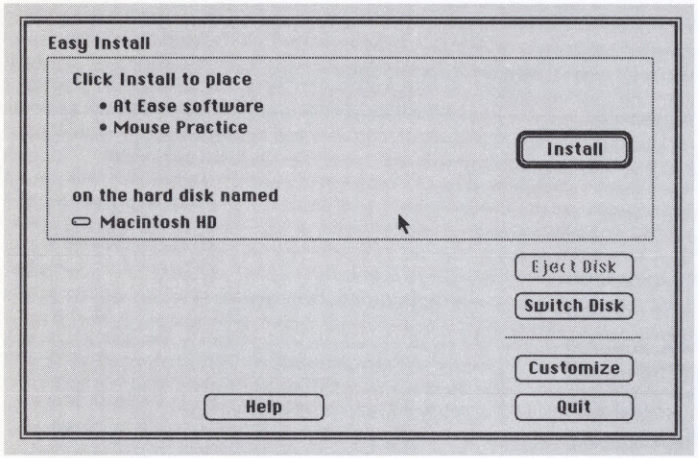
Don't click the icon named Install At Ease.

After a few moments, the Installer shows you this screen:


Welcome to the At Ease Installer
This program installs the At Ease system software extension in your System Folder.
The Installer also creates a new folder on your hard disk called "Mouse Practice," containing the program "Mouse Practice," which teaches novice users basic mouse skills.
When you have finished installing At Ease, please run the "At Ease Setup" control panel to turn At Ease on.
At Ease
Mouse Practice
At Ease Setup
OK

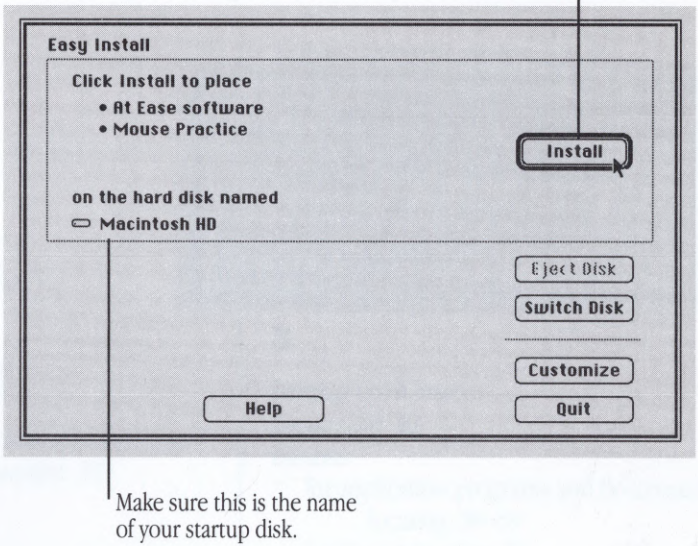
5. Click OK.

You should now see a screen that looks like this:



Make sure that the disk named is your startup disk (the disk that you use to start up your computer). If not, click Switch Disk until you see the name of your startup disk.

6. Click the Install button.



continues ▶

7. **Now follow the directions you see on the screen.**
8. **Finally, click Quit to exit from the Installer program.**

   When the Installer shows you this message, click Quit.

Installation on "Macintosh HD" was successful. If you are finished, click Quit to leave the Installer. If you wish to do additional installations, click Continue.
Continue
Quit

When you install At Ease, files are placed in the System Folder of your startup disk. (See Chapter 5 for an explanation of these files.) Mouse Practice, a program that provides practice in mouse skills, is placed in a folder on your startup disk and is available once you start up with At Ease.

Continue with Chapter 3 to set up At Ease exactly as you want it.

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The Apple Publishing System

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Apple Computer, Inc.
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Cupertino, California 95014-6299
(408) 996-1010
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